



Human Resources

DATE POSTED: July 21, 2006

REQ. # 06-192

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, FL. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 07-21-06 TO 07-27-2006,
but will remain open until filled.

DEPARTMENT/DIVISION
COMMUNITY SERVICES
POSITION AVAILABLE
ASSISTANT COMMUNITY SERVICES DIRECTOR
OF OPENINGS
1
STARTING SALARY
\$51,546.14/YR.
COMMENTS
DRIVING POSITION
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 836
PAY GRADE 25
SALARY: \$51,546.14 - \$80,211.46
ASSISTANT COMMUNITY SERVICES DIRECTOR

MAJOR FUNCTION: Assist the director of Community Services in the technical and administrative work of planning, managing and evaluating all phases of programs and services coming under the jurisdiction of the Department.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of the principle and practices of social welfare work and recognized case work methodologies and procedures. Knowledge of the applicable statutes relating to the administration of public assistance programs. Knowledge of grant application preparation and the administration of federal and state grant funds. Knowledge of transit and housing programs.

Abilities and Skills: Ability for appropriate decision making to facilitate the effective and efficient operation of the department. Ability to establish and maintain a harmonious working relationship with staff members, the public and other local, state and federal entities.

ESSENTIAL JOB FUNCTION: Under general direction of the Director, plans and supervises the county programs providing public welfare assistance to the indigent residents in the community. Assesses the unmet needs of the area and develops a methodology to provide appropriate solutions in regard to specific problems. Provide a continuing assessment of categorical programs in relationship to the costs and the benefits derived by the community. Assist in evaluating legislation and its impact on county human services programs in conjunction with budgetary constraints. Provides ongoing training of the departmental staff on the requirements of federal and state legislation as they pertain to the services provided. Assists local non-profit agencies in the development of policies for the expenditure of their funds and program development. Oversight of an accurate resource directory of all services available in the county to avoid service duplication and to affect an appropriate referral system. Ongoing program analysis of current and proposed programs and their fiscal impact on county finances. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity for the operation of business machines. Good vision and hearing. Ability to operate a vehicle for both in county and out of county travel.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: None. Threat of physical abuse from the impaired and/or substance abusing individual.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from an accredited college with relevant degree in social services. Masters Degree preferred. A comparable amount of training or experience may be substituted for a portion of the minimum requirements.

EXPERIENCE: Four years management experience or a combination of related job skills in the human services field.

LICENSE CERTIFICATION OR REGISTRATION: Valid Florida driver's license with good driving record is required. Ability to operate a standard and automatic vehicle.

Revised: July 21, 2006

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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